



## CALIFORNIA STATE LOTTERY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA STATE LOTTERY	<b>RELEASE DATE:</b>	Friday, May 29, 2009
<b>POSITION TITLE:</b>	Deputy Director, Sales Division	<b>FINAL FILING DATE:</b>	Friday, June 12, 2009
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	05292009_1

### POSITION DESCRIPTION

Under the administrative direction of the Deputy Director of Sales & Marketing, the incumbent provides leadership to the units that comprise the Division (Northern Field Operations, Southern Field Operations, Key Accounts, and Retailer Network Management). The incumbent develops and implements programs and policies to further the management of a fast paced, challenging statewide retail operation which generates revenue for public education through the sale of Lottery products. Duties and Responsibilities: The position is responsible for the administration of all Sales functions and activities pertaining to the sales of Lottery products; managing all sales and distribution activities for the statewide Lottery retailer network; and advising Executive management on policy, planning and strategy matters related to sales.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and

methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

In addition to evaluating each candidate's relative ability as demonstrated by the quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

Must possess excellent written and verbal communication and negotiation skills; public relations, analytical, decision making, and time management skills.

Knowledge of the principles, practices and trends in wholesale sales, product marketing, merchandising, public and business administration, and management.

Knowledge of marketing, telemarketing and distribution management.

Experience in developing and directing the implementation of policies, programs and procedures required to manage a diversified statewide wholesale sales operation.

Knowledge of the organization and function of California State Government including the Legislature and the Executive Branch.

Knowledge of the laws, rules, regulations, and policies governing operations of the California State Lottery and the sale of Lottery products.

Knowledge of the techniques of organization, program development, evaluation and the methods of administrative problem solving.

Knowledge of the principles and practices of policy formulation and development.

Knowledge of state personnel, budget, and related administrative procedures.

Knowledge of the principles necessary to provide the leadership role called for to contribute to the attainment of the Lottery's established mission, goals, and objectives.

Knowledge of the principles and techniques of personnel management and supervision.

Knowledge of supervisory responsibilities under the Ralph C. Dills Act

Knowledge of a manager's role of promoting equal opportunity in hiring and the development of employees.

Knowledge of the techniques of organizing and motivating groups.

Knowledge of and ability to effectively contribute to the California State Lottery's Equal Employment Opportunity objectives.

Ability to analyze complex problems and recommend effective courses of action.

Ability to prepare and review reports.

Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff.

Ability to analyze administrative policies, organizations, procedures, and practices.

Ability to integrate the activities of a diverse program to attain common goals.

Ability to gain the confidence and support of top level management and advise them on a wide range of administrative and other matters.

Ability to recognize and understand trends in state government such as business practices and processes.

Ability to develop cooperative working relationships with all levels within and outside the Department.

Ability to maintain a work environment which is free of discrimination and harassment.

Must possess integrity, initiative, dependability, tact, flexibility, and sound judgment.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Sales Division**, with the **CALIFORNIA STATE LOTTERY**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination process will consist of an application, resume and Statement of Qualifications screening process conducted by a designated screening committee. The screening committee will compare each applicant's qualifications for this position against specific job-related evaluation criteria developed from the minimum qualifications and desirable qualifications. Based on the competitiveness of the group, the most qualified candidates may be scheduled for an interview as a part of the examination process.

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no longer than 4 typed pages in length, with standard margins, using 10pt font.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

CALIFORNIA STATE LOTTERY, Human Resources Division  
P.O. Box 2630, Sacramento, CA 95812-2630  
Margie Gordon | (916) 322-4818 | [mgordon@calottery.com](mailto:mgordon@calottery.com)

## **ADDITIONAL INFORMATION**

Background Investigation: Pursuant to Government Code Section 8880.38, all persons successful in this examination will be required to undergo a thorough background investigation prior to appointment.

**Felony Disqualification:** Pursuant to Government Code Section 8880.71, any person who has been convicted of a felony or any gambling related offense is disqualified from employment with the California State Lottery.

**General Information:** The California State Lottery reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

The results of this examination will be used only to fill the position of Deputy Director of Sales, CEA III, with the California State Lottery.

Questions regarding this examination should be directed to Margie Gordon, Exam Analyst, California State Lottery (916) 322-4818.

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA STATE LOTTERY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>